

**V. Command and Control Plan**

- A. The Command and Control Plan must establish IT administrative procedures to follow in the event that an emergency occurs. The Command Center is the place or places that DMH will use to manage the Department's response and actions in the event of an emergency. The Department may have multiple centers in place, depending on the scope and extent of the emergency (e.g., a location within the facility, a location in another facility, a location within DMH, a location within the County).
- B. In creating this Plan, include all of the following:
- a. Integrate the DMH IT Contingency Plan with the existing DMH Facility Contingency Plan to establish command and control in order to support emergency management team members who can facilitate the flow of information as necessary to users.
  - b. Develop a telephone call tree(s) to disseminate important information within DMH and/or all DMH facilities, as necessary.
  - c. Contact each DMH facility to ensure that they all have in place a notification process to notify the appropriate persons within DMH and the DMH facility, in the event any part of the IT Contingency Plan is executed.
- C. Create the Emergency Operation Mode Plan spreadsheet:
- a. From the Application and Data Criticality Analysis spreadsheet (Attachment I), copy the Official System Name, System Owner, and Director's Priority Level columns into a new spreadsheet
  - b. Add columns for Command Center, Location of Call Tree, Location of Emergency Personnel List, and Emergency Access Rights to create the DMH Command and Control Plan spreadsheet, shown below:

Official System Name	System Owner	Director's Priority Level	Command Center	Location of Call Tree	Emergency Access Rights

- c. Complete the spreadsheet by filling in all of the data.
  - i. In the Location of Call Tree column, enter the locations of the list(s) containing the telephone call tree.
  - ii. In the Emergency Access Rights column, enter "Yes" to assure that emergency access rights have been established for emergency personnel.